



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VIII	Special Interest Topics	
Chapter:	D	Interstate Services	12-21-2009
Subchapter:	2	Out-of-State Placements	
Issuance:	100	Interstate Home Study Assessment	

Purpose 12-21-2009

The Federal Safe and Timely Interstate Placement of Foster Children Act of 2006 is a law which holds each state accountable for the safe and timely placement of children into safe, permanent homes across State lines. In accordance with this Federal law, the intended new state of residency must complete the home study assessment within 60 calendar days of request by the out-of-state agency from the sending state.

The home assessment, requested by the sending state, is completed, based on the receiving state's standards.

Authority 12-21-2009

The Federal Safe and Timely Interstate Placement of Foster Children Act of 2006 (PL 109-239), signed into law July 1, 2006.

Assignment 12-21-2009

An out-of-state request to New Jersey for a home study assessment is assigned a field response time of "within five work days," following these procedures:

- The Interstate Services Unit screens the request and documents the intake in NJ SPIRIT.
- The Interstate Services Unit assigns the out-of-state request to the appropriate Local Office.
- The Local Office assigns the resource parent Interstate Home Study Assessment Request to a Resource Family Support Worker (RFSW) to create a resource in NJS.

- The RFSW conducts a home study assessment of the potential resource parent in compliance with the 60 day home study assessment time frame requirement of the Federal law.

The RFSW evaluates specific concerns from the out-of-state agency, if any, as noted in the interstate referral packet.

The RFSW gathers and assesses information using the New Jersey SAFE Resource Family Home Study Report, in order to determine the suitability of the placement. See sections entitled Resource Family Home Study and Licensing Process and SAFE Home Study Tools in [CP&P-IV-B-2-235](#).

The RFSW sends the completed New Jersey SAFE Resource Family Home Study Report; the Resource Parent Interstate Home Study Assessment Status Sheet, CP&P Form [15-5](#); and the NJ Resource Home Licensure Requirements Notification and Agreement to Comply, CP&P Form [15-2](#), to the Interstate Services Unit. The Interstate Services Unit reviews the documents and forwards them to the out-of-state agency, along with placement approval or denial.

Recommendations 12-21-2009

Placement Is Suitable

If, after conducting the home study assessment, CP&P determines that the placement is suitable, the Interstate Services Unit advises the out-of-state agency (OSA) of its responsibility to retain jurisdiction of the child.

The DCF Interstate Services Unit notifies the OSA that placement, before the home is licensed, does not qualify for ICPC approval for foster care or adoption. If the OSA is seeking ICPC approval, an [ICPC 100A](#) is required, with an appropriate financial/medical plan:

- By signing the Interstate Compact Placement Request, [ICPC 100A](#), the sending agency retains financial and social planning responsibility for the child.
- CP&P agrees to provide supervision and periodic reports per the Interstate Compact on the Placement of Children. The [ICPC 100A](#) is in effect when both the sending and receiving states have signed it. The [ICPC 100A](#) is binding to both parties. The Interstate Services Unit sends a copy of the signed [ICPC 100A](#) to the Local Office for their information and filing.

Note: If, in the future, CP&P determines that the placement has failed, the sending agency agrees to remove the child from New Jersey and develop alternate plans.

Placement Is NOT Suitable

If CP&P determines that the placement plan in New Jersey is not suitable, the Interstate Services Unit forwards the New Jersey SAFE Resource Family Home Study Report and CP&P Form [15-5](#), Resource Parent Interstate Home Study Assessment Status Sheet, to the out-of-state agency, advising them of the recommendation and denial of the placement.

The Local Office RFSU retains copies of the New Jersey SAFE Resource Family Home Study Report and CP&P Form [15-5](#), indicating placement was denied. There is no need for further CP&P services.

Procedures Related to Disposition when Child Is Placed in New Jersey 12-21-2009

Responsibility	Action Required
Interstate Services Unit	<ul style="list-style-type: none"> • Sign the ICPC 100A; • Send the completed New Jersey SAFE Resource Family Home Study Report; CP&P Form 15-5, Resource Parent Interstate Home Study Assessment Status Sheet; and CP&P Form 15-2, NJ Resource Home Licensure Requirements Notification and Agreement to Comply, to the OSA.
Out-of-State Agency	<ul style="list-style-type: none"> • Complete, sign, and forward the ICPC 100B, Interstate Compact Report on Child's Placement Status, to the DCF Interstate Services Unit; • Indicate the expected or actual date of the child's placement in New Jersey.
Interstate Services Unit	<ul style="list-style-type: none"> • Assign the out-of-state supervision request to the appropriate Local Office

	via NJS; <ul style="list-style-type: none"> • Send a copy of the ICPC 100B to the assigned CP&P Local Office.
Worker	<ul style="list-style-type: none"> • When the child is placed in New Jersey, register the case in NJS, to reflect the child's current living arrangement; • Indicate that financial responsibility for the care of the child rests with the sending state.

Relevant Forms

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- New Jersey SAFE Resource Family Home Study Report. See [CP&P-IV-B-2-235](#), SAFE Home Study Tools section
- CP&P Form [15-2](#), NJ Resource Home Licensure Requirements Notification and Agreement to Comply (for Children Entering NJ and Children Leaving NJ)
- CP&P Form [15-5](#), Resource Parent Interstate Home Study Assessment Status Sheet
- [ICPC 100A](#), Interstate Compact Placement Request, and [ICPC 100B](#), Interstate Compact Report on Child's Placement Status (for use by the DCF Interstate Services Unit and the sending state OSA)

Interstate Home Study Assessment (Parent)

Purpose 12-21-2009

CP&P receives, and responds to, various requests from out-of-state agencies (OSA) related to the interstate placement of children with their biological parents.

Assignment 12-21-2009

An out-of-state request for a New Jersey home evaluation of a parent is assigned a field response time of "within five (5) work days:"

- The Interstate Services Unit screens the request and documents the intake in NJ SPIRIT.
- The Interstate Services Unit assigns the out-of-state request to the appropriate Local Office via NJS.
- The Local Office assigns the Parent Interstate Home Study Assessment Request to a Worker
- The assigned Worker conducts a home study assessment evaluation of the parent as a placement resource in accordance with the guidelines provided herein, or as instructed by the Interstate Services Unit.
- When assessing the parent's home, the assigned Worker evaluates specific concerns presented by the out-of-state agency in the interstate referral packet. The Worker conducts an assessment and documents his or her efforts in accordance with [CP&P-VIII-D-3-300](#), Format for Home Evaluation of a Parent in New Jersey, and Interstate Authorization for Release of Information, to determine the suitability of the parent for the placement of his or her child:
- In securing the information needed to complete the home study assessment, at least one in-home visit and one interview is conducted with the parent and other household members. Make additional contacts, as necessary.

Preparation of the Parent Interstate Home Study Assessment 12-21-2009

- The assigned Worker completes the home evaluation and sends it to the Interstate Services Unit. See report format, [CP&P-VIII-D-3-300](#).
- The Interstate Services Unit reviews the home evaluation and forwards it to the out-of-state agency, indicating placement approval or denial.

Placement Is Suitable

If CP&P determines that the placement is suitable, the Interstate Services Unit advises the out-of-state agency of its responsibility for retaining jurisdiction of the child.

By signing the Interstate Compact Placement Request, [ICPC 100A](#), the sending agency retains financial and social planning responsibility for the child.

If, in the future, CP&P determines that the placement has failed, the sending agency agrees to remove the child from New Jersey and develop alternate plans.

CP&P agrees to provide supervision and periodic written reports per the Interstate Compact on the Placement of Children. The [ICPC 100A](#) takes effect when both sending and receiving states have signed it. The [ICPC 100A](#) is binding to both parties.

The Interstate Services Unit sends a copy of the signed [ICPC 100A](#) to the Local Office for their information and filing in the child's case record.

Placement NOT Suitable

If CP&P determines that the plan for placement with the parent in New Jersey is not suitable, the Interstate Services Unit forwards the CP&P home evaluation to the out-of-state agency, advising the agency of the recommendation and denial of placement. See report format, [CP&P-VIII-D-3-300](#).

The Local Office retains a copy of home evaluation, indicating placement was denied. There is no need for further CP&P services.

Procedures Related to Disposition When Child is Placed in New Jersey 12-21-2009

Interstate Services Unit:	<ul style="list-style-type: none">• Sign the ICPC 100A, Interstate Compact Placement Request;• Send the completed home evaluation to the out-of-state agency.
Out-of-State Agency:	<ul style="list-style-type: none">• Provide a signed ICPC 100B, Interstate Compact Report on Child's Placement Status, indicating the expected or actual date of placement in New Jersey.
Interstate Services Unit:	<ul style="list-style-type: none">• Assign supervision via NJS to the Local Office;• Send a copy of the ICPC 100B, Interstate Compact Report on Child's Placement Status, requesting that supervision be initiated.
Assigned Worker in Local Office:	<ul style="list-style-type: none">• Accept supervision of the

	<p>out-of-state child.</p> <ul style="list-style-type: none"> • When the child is placed in New Jersey, register the case in NJS, reflecting the current living arrangement. Indicate that the sending state retains financial responsibility for the placement of the child and associated costs.
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Relevant Forms

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- [ICPC 100A](#), Interstate Compact Placement Request, and [ICPC 100B](#), Interstate Compact Report on Child's Placement Status (for use by the DCF Interstate Services Unit and the sending state OSA)
- See [CP&P-VIII-D-3-300](#)- Format for Home Evaluation of a Parent in New Jersey, and Interstate Authorization for Release of Information